

Janice K. Brewer
Governor

Clarence H. Carter Director

## To Whom It May Concern:

Thank you for your interest in the USDA/FNS Restaurant Meals Program. Below are the steps in applying for this program:

1. The Memorandum of Understanding (MOU) between the Arizona Department of Economic Security (DES) and your restaurant establishment can be located at azdes.gov. When you are at the website, go to the search engine and type "MOU". Once the form comes up, it must be printed and completely filled out. One MOU document can be completed for restaurants applying for multiple locations provided all restaurants are under the same ownership or structure. The MOU addendum must be completed in order to identify the names and location of each establishment. The original MOU and the USDA/FNS Food Stamp Application for Meal Services (FNS 252-2) form must be mailed together to:

Stephanie Dowdell DBME Systems Administrator/EBT Project Director Site Code 753C-1 P.O. Box 6123 Phoenix AZ 85005

2. To request the USDA/FNS Food Stamp Application for Meal Services (FNS 252-2) form. The application may be obtained over the internet at the following address:

http://www.azdes.gov/InternetFiles/Reports/pdf/FNS-252-2.pdf

Note: The application must be printed, completed on paper and the paper application must be mailed to DBME (see step #1)

3. Once the MOU and FNS 252-2 have been submitted to DBME, both applications will be reviewed to ensure they are correct and complete. DBME will mail both applications to FNS.

Please contact the FAA Systems Helpdesk at (602) 771-7984 or e-mail FAASystemsHelpDesk@azdes.gov if you have any questions or need additional information.